

# DRAFT MEETING MINUTES

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MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)  
DATE: MARCH 23, 2004  
TIME: 10:00 A.M. TO 12:00 P. M.  
LOCATION: 8G

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## **WEAT Members:**

- Group Leader/Chief Enterprise Architect—Ben Banks (DET)
- Lead Technical Enterprise Architect—George Ross (DET)
- Enterprise Architect—Keith Hazelton (UW)
- Enterprise Architect—Bud Borja (Milwaukee Co., local government)
- Enterprise Architect—Jay Jaeger (DOT, large state agencies)
- Enterprise Architect—Judy Heil (DATCP, small state agencies)

## **DET Support Staff:**

Chris Alberts, Patricia Carlson, Dan Proud

*Note: Bud Borja, George Ross, and Keith Hazelton were absent.*

## **Agenda Items:**

1. Review of minutes—Dan Proud
2. Review 3/9/04 action items—Ben Banks
3. Enterprise Architecture update—Ben Banks
4. Discuss rationales and implications for principles—Ben

## **Action Items**

1. Ben: Talk to Keith about missing input and his attendance at WEAT meetings.
2. Ben and Patricia: Talk to Bud about availability in upcoming 4-hour meetings.

3. Dan: Rewrite beginning sections of the Principles and e-mail team for comments and approval.

### **1. Review of Minutes—Dan Proud**

Dan recapped the highlights in the minutes of the 3/16 meeting.

He asked whether the team would be willing to review the principles and other documents after he proposed extensive wording changes following the current round of updates to rationales and implications. The team agreed, as long as changes came in small parts so as not to overwhelm reviewers. It was agreed that email reviews would suffice unless proven unwieldy. Dan will begin with rewrites of the opening EA, Conceptual Architecture, and Architecture Principles sections.

### **2. Review of 3/9/04 Action Items—Ben Banks**

- 2.1. We discussed the scheduled 4-hour meetings, which tentatively will be 4/1 and 4/8 from 8:30 to 12:30. [*Subsequent to the meeting, these were changed to 4/2 and 4/9 from 8:30 to 1:00 because of conflicts for Bud.*]
- 2.2. Ben will talk to Keith about obtaining input on UW data and system management principles already developed there.
- 2.3. The request to provide Bud with Net Meeting access is still in the works.
- 2.4. Patricia has e-mailed the updated list of principles from the 3/16 meeting.
- 2.5. The conference call took place on Thursday, 3/18, and the list of principles were ratified.
- 2.6. Patricia composed the draft of rationales and implications in advance of this meeting, and provided handouts as well.
- 2.7. Patricia left a voicemail with Bud's secretary for the 4-hour meetings. (See 2.1.) Ben or Patricia will follow up on this.
- 2.8. Ben will talk with Keith about scheduling the 4-hour meetings and will also discuss Keith's situation regarding attendance at WEAT meetings.

### **3. Enterprise Architecture Update—Ben Banks**

Technology Leadership Council Meeting. Ben was ill, but still got through the presentation at the TLC meeting last Friday. Only a few questions were raised at the meeting. There were questions about the arrows in the governance diagram, but Ben added that these will be explained in accompanying text in future deliverables.

Patricia and Ben explained that, in answer to a question about when and how EA principles will take effect, no efforts will be expected to start over. Judy added that, in the interim, we can direct people to the EA principles to provide them with a measuring stick for their strategy, for use as guidelines.

Marginalization of the domains. Jay raised the concern of marginalization of the domains: what effect can they expect to have on technology architecture strategies? He said that we could have a situation where domains would disintegrate (when domain managers would get too frustrated that their input was being ignored) before EA got in gear. We need to find ways to counteract that possibility. Judy noted that the TLC voted to include solicitation items from the domains; if these points don't get put in, then we will have trouble. She added that the sooner we can start handing projects to domains, the better. We need to get scorecards and templates to them as soon as possible. Ben responded that we'll think of a strategy on how to attack that. Jay added that we should let them know what their role will be in the development of the reference models.

Ben concluded that the TLC seemed to be satisfied with the content of the presentation. No feedback has come back on the principles.

### **3. Discuss Rationales and Implications for Principles—Ben Banks**

The team went over the Enterprise Guiding Principles, items 1 through 7. Changes will be reflected in a new update. The rationales and implications discussion will continue in the next meeting, starting with the Management and Organization Principles.

***Next meeting: Friday, April 2, 8:30–12:30.  
(The meeting for next Tuesday is canceled.)***